



UNITED STATES MARINE CORPS  
III MARINE EXPEDITIONARY FORCE, FMF  
UNIT 35601  
FPO AP 96606-5601

ForO 6320.9  
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FORCE ORDER 6320.9

From: Commanding General  
To: Distribution List

Subj: CREDENTIALING, CERTIFICATION, AND GRANTS OF CLINICAL  
PRIVILEGES

Ref: (a) OPNAVINST 6320.4A  
(b) OPNAVINST 6320.5  
(c) BUMEDINST 6320.66B  
(d) BUMEDINST 6320.67  
(e) MARFORPACO 6320.3A

1. Purpose. To establish policy and procedures for a Credentials Review and Privileging Program for III Marine Expeditionary Force.
2. Background. Department of Defense (DoD) audits and inspections have demonstrated a need to establish a monitoring and supervising system to ensure that physician and nonphysician health care providers deliver the highest quality health care. It is Navy and Marine Corps policy that all health care providers who are given the authority and responsibility for making independent decisions to initiate or alter a regimen of medical care shall be credentialed or have review and supervisory policies as established by references (a) through (e).
3. Applicability. This Order applies to all Health Care Providers who are assigned to or engaged in medical care within III Marine Expeditionary Force.
4. Scope. This Order provides for the application of those functions described in reference (c). Specifically:
  - a. Application for medical staff appointment with medical operational privileges will be granted or renewed only by the Commanding General. Medical staff appointment with medical operational privileges will be granted to the provider only after consideration of the provider's past performance, health status, and professional education and training.
  - b. Mechanisms for professional medical staff appointment and the delineation of privileges are as follows:

(1) Professional Medical Staff Appointment

(a) Health Care providers applying for staff appointment and clinical privileges who are new to the Navy Health Care System and who have not held an active staff appointment within the last two years will be initially granted a provisional staff appointment.

(b) The provisional medical staff appointment is intended to provide an opportunity for the provider to demonstrate an understanding of and compliance with reference (d) and to demonstrate current clinical competence in the requested clinical privileges.

(2) Provisional staff appointments: The Commanding General will grant provisional staff appointees with clinical privileges:

(a) After a review of the provider's credentials (professional education and training, licensed status, and history, health status and current clinical competence) has been completed.

(b) After endorsement by the Force Surgeon and Chairman, Credentials Committee.

(c) For a period not to exceed 90 days.

(d) When the approval block is checked and signed and the endorsement page is dated.

(3) Active Staff Appointments. The Commanding General will grant an active staff appointment with delineated clinical privileges:

(a) Upon receipt of the provider's application for a active staff appointment (appendix "K" of reference (c)).

(b) Following satisfactory compliance with reference (c) and a demonstration of current clinical competence as supported by professional monitors and evaluations.

(c) Following a review of the endorsements to the provider's application by the Force Surgeon and the Chairman, Credentials Committee.

(d) When the approval block is checked and signed and the endorsement page is dated.

(e) For a period not to exceed two years.

(4) Renewal of Staff Appointments with Clinical Privileges. Providers with active staff appointments should apply for re-appointment to the professional staff and renewal of clinical privileges at least 60 days prior to the expiration of their current appointment.

(a) Re-appointment is based on reappraisal of the provider's credentials and assessment of current competence.

(b) The Force Surgeon will submit a Performance Appraisal Report (PAR) in support of re-appointment to the credentials committee and will endorse the provider's application.

(c) The application will be reviewed by the credentials committee prior to approval by the Commanding General.

(d) For a period not to exceed two years.

(e) Appointment is effected when the Commanding General checks the approval block and signs and dates the endorsement page of the application.

c. Clinical Privileges Sheets Including Core Privileges. The Medical Staff will use the core privileges as indicated in appendix E of reference (c) as standard clinical privileges.

d. The handling, maintenance, storage and disposal of Individual Credentials File (ICF) and Individual Professional Files (IPF) will be covered under the roles of the Professional Affairs Coordinator (PAC).

e. Roles and Responsibilities

(1) The Commanding General is the privileging authority for health care providers within the III Marine Expeditionary Force.

(2) The Executive Committee of the Medical Staff (ECOMS)

(a) Oversees the credentials review and privileging process as well as the quality assurance/quality improvement process per reference (e).

(b) Reviews and endorses all credentials committee recommendations to the Commanding General regarding limiting, restricting, suspending, denying or terminating a provider's appointment to the medical staff or delineated clinical privileges per reference (e).

(3) The Credentials Committee

(a) Is a sub-committee of the ECOMS.

(b) Is responsible for the evaluation and review of provider qualifications.

(c) Is chaired by the Force Surgeon or a senior medical officer of III Marine Expeditionary Force, who are members of the ECOMS. Membership is limited to providers with active staff appointments and clinical privileges. The committee is assisted in its deliberations by the PAC and the Quality Assessment/Quality Improvement Coordinator.

(d) Meetings. The credentials committee will hold regular quarterly meetings. Special meetings may be called by the chairman or by direction of the Commanding General. The committee will report its action to the ECOMS. Formal minutes will be prepared on all proceedings presented to the Commanding General and will be properly filed by the PAC.

(4) Force Surgeon

(a) Monitor the credentials review and privileging process within III Marine Expeditionary Force.

(b) Provide continuing surveillance of the professional performance, conduct, and health status of III Marine Expeditionary Force health care providers to ensure they provide health care services consistent with clinical privileges.

(c) Secure and maintain ICFs.

(d) Make recommendations for staff appointments with delineated clinical privileges based on the provider's professional qualifications (health status, current competence, verified license, and education and training).

(e) Monitor the provider's clinical providers profile (CPP) and clinical activities file (CAF), using them to complete PARS.

(5) The PAC

(a) Will be appointed by the Force Surgeon.

(b) Works with the Chairman, Credentials Committee and the Quality Assessment/Quality Improvement Coordinator.

(c) Maintains ICFs and IPFs, program directives and instructions, forms, credentials committee minutes, and working papers.

(d) Assists in the preparation of committee minutes, processing of privileges and staff appointment applications, notification letters, privilege reappraisal documents, and verification of credentials information. Compares and reviews documentation on all application forms with the ICF or a Credentials and Privileging Information Sheet (Appendix "N" of reference (c)). Reports any significant discrepancy to the Force Surgeon.

(e) Ensures that necessary correspondence, messages, and reports are received and forwarded are complete, accurate, and meet the requirements of reference (c).

(f) Maintains a computerized tracking system for the internal processing of documents relating to credentials review, medical staff re-appointments, and the status of clinical privileges.

(g) Maintain all ICFs and IPFs in a secure area. If the health care provider provides health care services at a facility not under the cognizance of III Marine Expeditionary Force, the PAC will forward the applicable credentials and privileging information to the gaining privileging authority using the format in Appendix N of reference (c).

(6) Health Care Providers (HCP)

(a) Shall report to the PAC within 24 hours of checking in to the command. All HCPs checking in on Friday or on the weekend will check in the next working day.

(b) Will initiate an application for membership to the professional staff and request the broadest scope of privileges commensurate with their professional qualifications and current competence.

(c) Will abide by this command's ethical pledge and receipt and comply with professional staff bylaws, rules, and regulations of reference (b).

(d) Will perform health care services within the scope of either the privileges granted by this command, the assigned clinical responsibilities in the case of clinical support staff, or the written plan of supervision for those HCPs required to practice under supervision.

(e) Will participate in professional education programs leading to improved clinical performance in order to accumulate the acquired state licensing renewal while complying with contingency

12 Apr 96


preparedness, primarily Basic Cardiac Life Support, Advanced Cardiac Life Support, and Advanced Trauma Life Support or other duties (e.g. Neonatal Advanced Life Support, Pediatric Advanced Life Support, for Neonatal Intensive Care Unit).

5. Action

a. Reference (c) will be made available to all credentialed providers and key personnel upon being appointed to or upon assuming a role described in paragraph 4e above.

b. A PAR will be completed on each provider providing PAC health care services at an interval not to exceed two years. The PAC will maintain a file of dates for the periodic appraisal of a provider's conduct and performance. Sixty days prior to reappraisal, the provider and Force Surgeon will be notified to complete the PAR.

c. The PAC will ensure standing operating procedures are consistent with the requirements of reference (c).

  
J. L. BRENNAN  
Chief of Staff

Distribution: List I/II